

444001/28/04

Revised

CITY OF RIVERSIDE
HUMAN RESOURCES DEPARTMENT
CLASSIFICATION SPECIFICATION

TITLE: **AIR CONDITIONING TECHNICIAN**

DEFINITION

Under general supervision, to perform skilled tasks in the installation, alteration, maintenance and repair of mechanical and electrical systems equipment and fixtures related to the City's various air conditioning and heating systems; and to do related work as required.

REPORTS TO: Building Services Supervisor

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from the Building Services Supervisor.

EXAMPLES OF DUTIES

Duties may include, but are not limited to, the following:

- Develop and maintain preventive maintenance schedule on all refrigeration, air conditioning and heating equipment, including cleaning coils and other parts, oiling fans, changing filters and adjusting air flow and water treatment; diagnose malfunctioning of air conditioning and related equipment and replace and repair appropriate devices and equipment; make periodic major overhauls on equipment to maintain maximum operating efficiency.
- Analyze air conditioning problems and adjust thermostats and other controls to obtain desired results; instruct office personnel in proper setting of thermostats.
- Maintain records of maintenance work and inspections.
- May supervise assigned helpers.

QUALIFICATIONS

Knowledge of:

- Principles and practices of installing, maintaining and repairing air conditioning and heating systems and related equipment including chillers.
- Direct digital control systems.
- Theories and principles of appropriate control devices.
- Carrier variable volume temperature systems.
- Related tools and hardware including tubing and pipe fabrication.
- Basic computer skills.
- State and local regulations pertaining to air conditioning and ventilating equipment and their safe use.
- Occupational hazards and standard safety of the trade.

Ability to:

- Understand and carry out oral and written instructions.
- Read and interpret blueprints, sketches and diagrams.
- Prepare reports and maintain records.
- Quickly and accurately locate and adjust defects in various air conditioning units, compressors and related equipment.
- Work overtime as required.
- Be able to respond to emergency calls within a thirty minute time frame.

Education and Experience:

Any combination of experience and education that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Education: Equivalent to the completion of the twelfth grade.

Experience: A typical way to obtain the knowledge and abilities would be three years' experience at the journey level in the installation, maintenance, and repair of air conditioning and heating equipment.

MEDICAL CATEGORY: Group 2

NECESSARY SPECIAL REQUIREMENT

Possession of, or ability to obtain, an appropriate, valid Class "C" California Motor Vehicle Operator's License.

Possession of a Refrigeration Recycling Certification issued by the California Protection Agency.

CAREER ADVANCEMENT OPPORTUNITIES

FROM: Air Condition Technician

TO: